

# Web Enabled Safety System



# **WESS**

Module 2

# Entering the Who/What/Wh y Info



# Who/What/Why

If you have Human Factors involved in your HAZREP, you'll enter them at the Who/What/Why Data Entry Screens.

This short tutorial shows you how these screens function, and will introduce you to the Recommendation data entry screens.



# Some Hyperlinks

Click here to see how to select your causal factor type
Click here to learn about entering "Who" data
Click here to learn about entering "What" data
Click here to learn about entering "Why" data
Click here to learn about entering Recommendations

Click here to learn how to enter CO's Comments

Click here to learn how to do Report Validation

Or you can just go page-by-page through this module.



# Entering "Who, What, Why"

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



#### Activities

- Save as template
- Return home
- **Generate PDF**
- 🔼 Generate Injury Log
- Reedback Form
- SHA 300 Equiv. Log
- Logout Logout

#### Data Retrieval (JReport)

- Pre-formatted Reports
  Custom Reports
- 🜏 My Report
- 🗓 🦲 General Information
- 🗎 🦲 Aircraft
- ⊞ a Involved Persons
- Involved Factors
- Validate
- 🕀 🦲 Routing Information
- 🖮 🧀 Manage My Report

## Involved Factors

Help

Aviation hazard reports, much like aviation mishap reports, require analysis and corrective action for the implied causal factors or attendant risk. Some hazards may require more in-depth investigation for which you may make use of your standing AMB, though it is not a requirement. Nonetheless, the analysis and attendant risk and recommendations are essential, and with WESS, you will be able to supply this information directly to the Naval Safety Center.

You have the opportunity to add event factors in HUMAN, MATERIAL and/or NOT MATERIAL OR HUMAN and subcategories of Aircraw

Supervisory Personnel, Facilities Supervisory, Facilities Non-Supervisory. In addition there are subcategories of Aircraft Systems, a Follow the screens after adding and selecting an event factor.

This hazard report may just keep someone else from winding up in a m

Now you get to enter the factors involved in the HAZREP. Hit "Add New Entry" to get started.

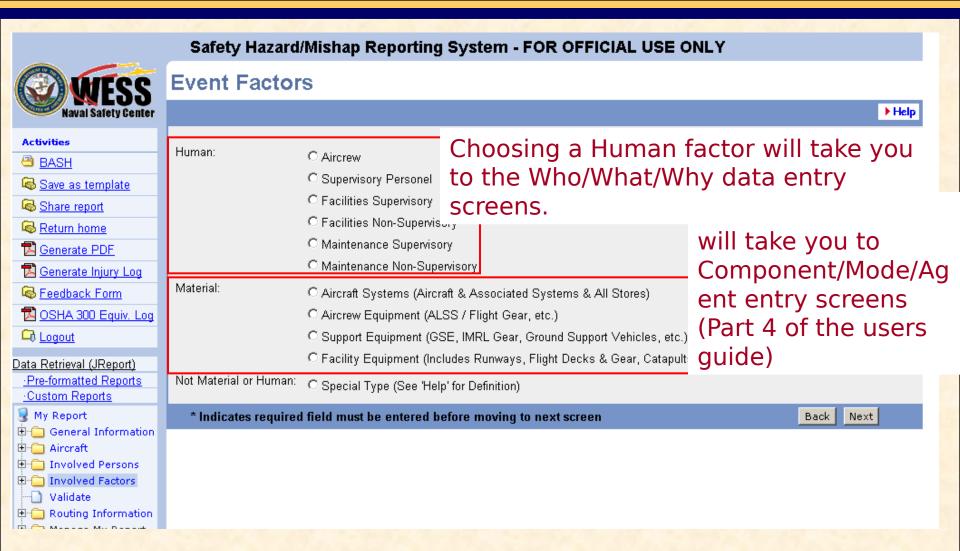


This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

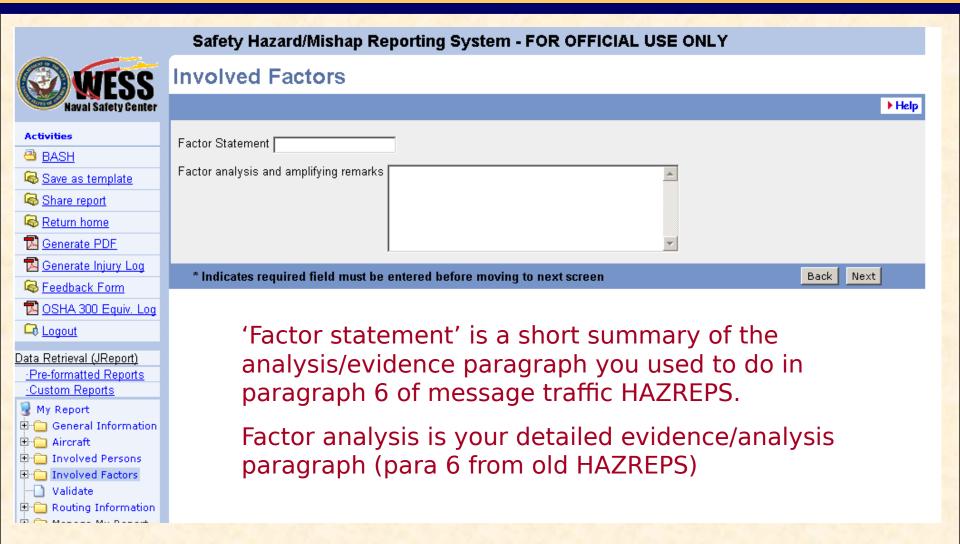


## Choose Your Factor Flavor



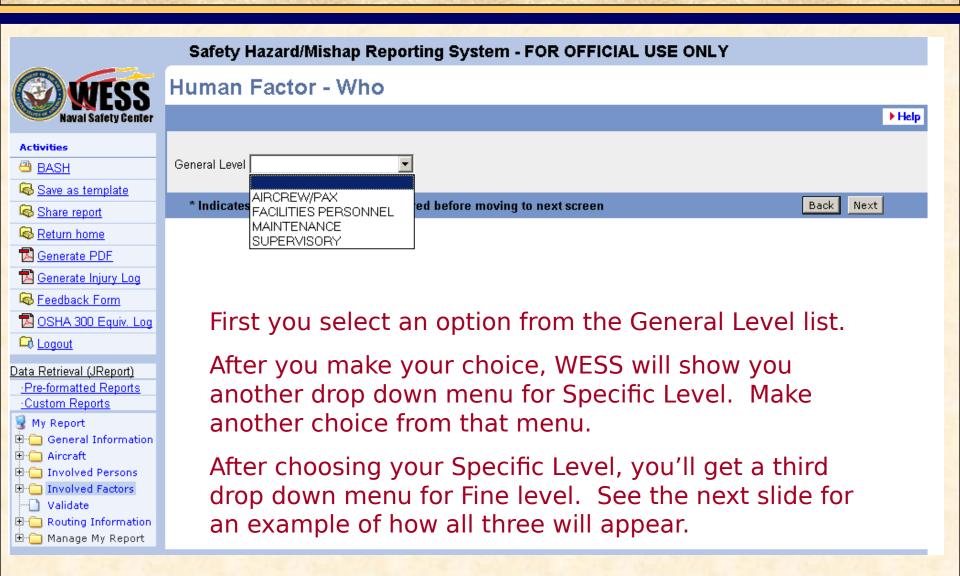


## What Data Goes Here?



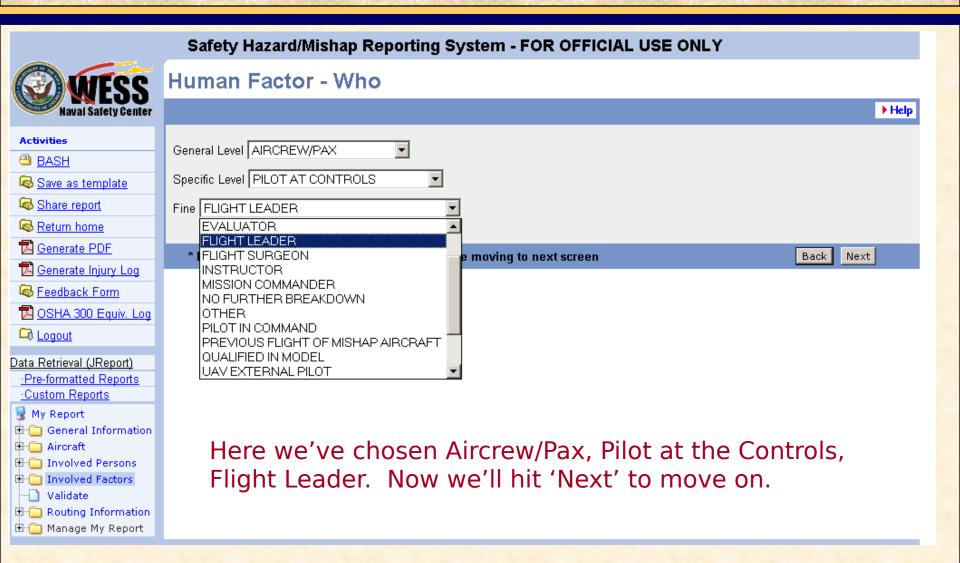


## Who?



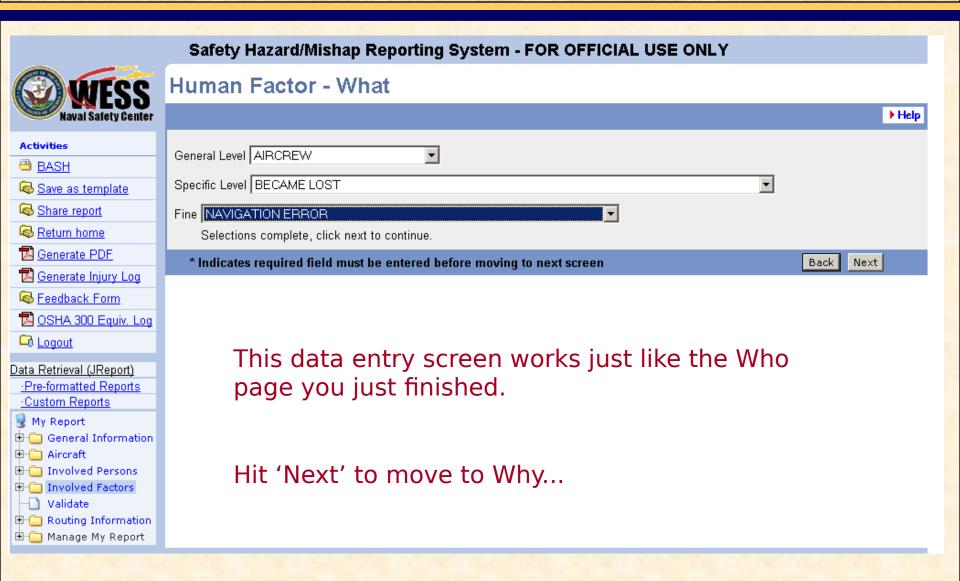


## Who - The 3 Levels





## 3 Levels of What





# Why?

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



## **Human Factor - Why**

#### Activities

BASH

Save as template

Return home

Generate PDF

R Generate Injury Log

Feedback Form

🗖 OSHA 300 Equiv. Log

Logout

#### Data Retrieval (JReport)

Pre-formatted Reports ·Custom Reports

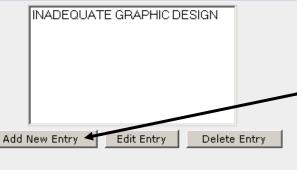


General Information

🕀 🦲 Aircraft

⊕ □ Involved Factors

-- Validate



You're allowed multiple "Why" inputs for each Who/What. Hit 'Add New Entry' to start.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- . To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

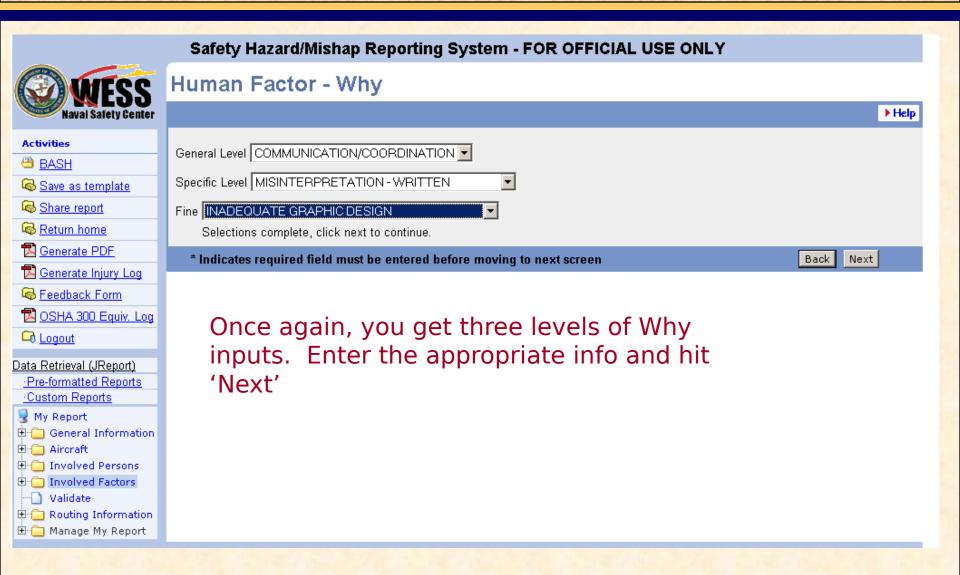
Back Next

▶ Help

FYI, if you've already entered all your Why dat hit 'Next' to move on to Recommendations!



# **Explaining Why**





## Recommendations

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



## Recommendations

▶ Help

#### Activities





Return home

🗖 Generate PDF

🔼 Generate Injury Log

Reedback Form

🔼 OSHA 300 Equiv. Log

Logout 🖵

#### Data Retrieval (JReport)

·Pre-formatted Reports ·Custom Reports



Aircraft

Validate

E- Routing Information

Edit Entry Delete Entry Add New Entry

This is an Add / Edit / Delete screen. To use this screen:

- . To add an entry, select the Add New Entry button
- . To edit an entry, select the entry in the box and select the Edit Entry button
- . To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Here is where you tell the world how you're going to prevent future occurrences of this Hazard.

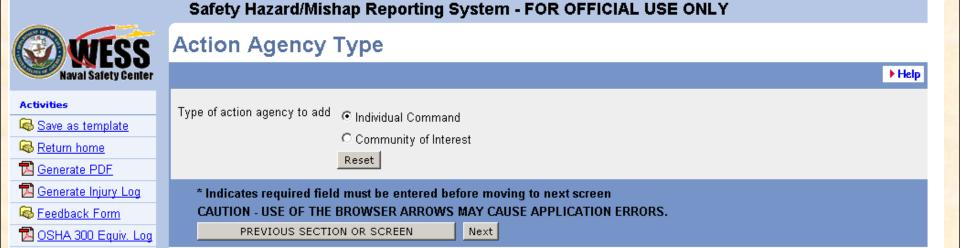
Hit 'Add New Entry' to start...but you probably knew that already.

You can enter multiple

recommendations, took Next



## To Whom May We Direct this Recommendation?



Logout

🖳 Mγ Reporti

Data Retrieval (JReport)

Pre-formatted Reports
Custom Reports

Data Entry Complete

 For each recommendation you're going to make, determine if it's directed at an individual command or a Community of Interest (COI) and make the appropriate selection.

COIs are the WESS version of message traffic CADs



## Individual Command choice

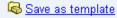
## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



## **Action Agency Lookup**

▶ Help

#### Activities



Return home

**B** Generate PDF

🔁 <u>Generate Injury Log</u>

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SHA 300 Equiv. Log

Logout Logout

#### Data Retrieval (JReport)

·Pre-formatted Reports ·Custom Reports

🔢 My Report

🗎 🦲 General Information

🗎 🦲 Aircraft

🗓 🦲 Involved Persons

🗓 🦲 Involved Factors

Recommendations

---- Validate

🗓 🦲 Routing Information

🖮 🧀 Manage My Report

UIC (Navy) or MCC/RUC (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

<u>Squadrons</u> - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

## **Select Activity**

Reset to no selection

This screen should be familiar...for individual commands, it defaults to your reporting UIC.

TRAINING AIR WING 6 - N52814

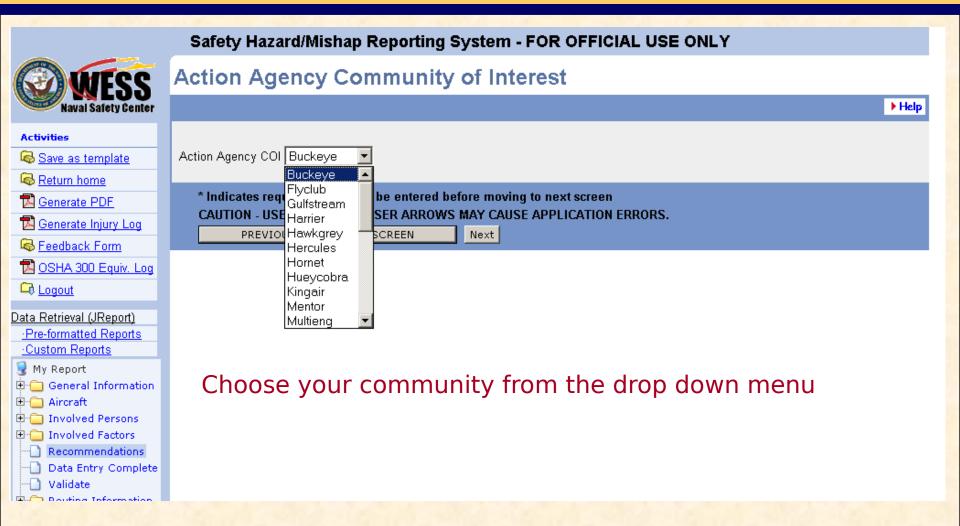
\* Indicates required field must be entered before moving to next screen CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

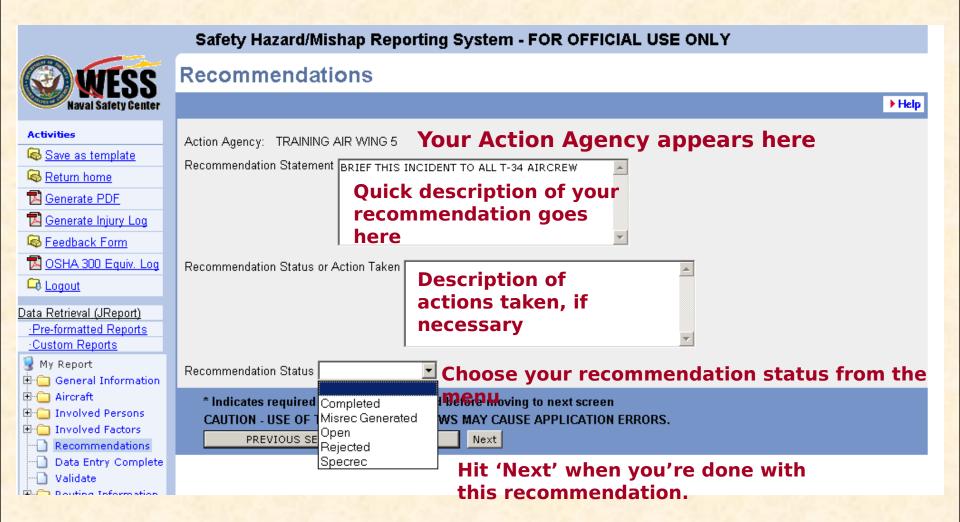


# Community of Interest Choice



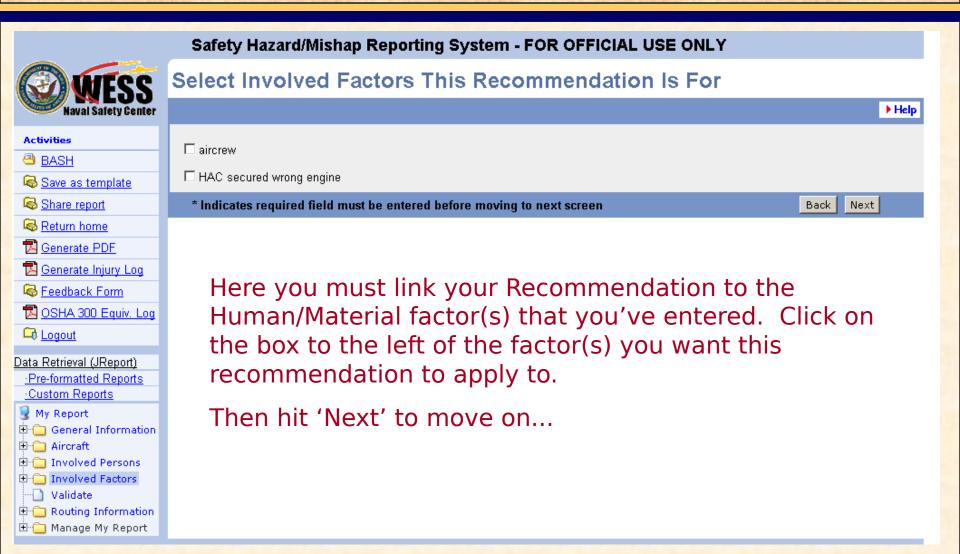


## Recommendation Info



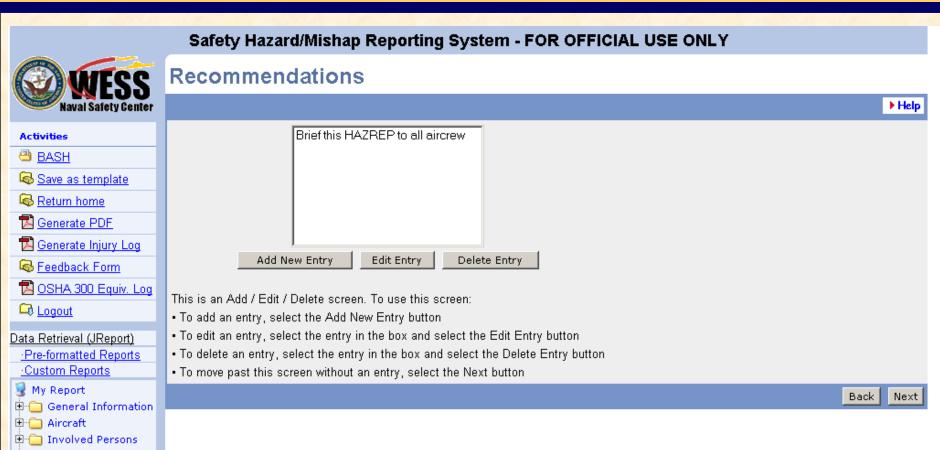


# Recommendations/Factors





## You're Almost Done!



--- Validate

- Recommendations

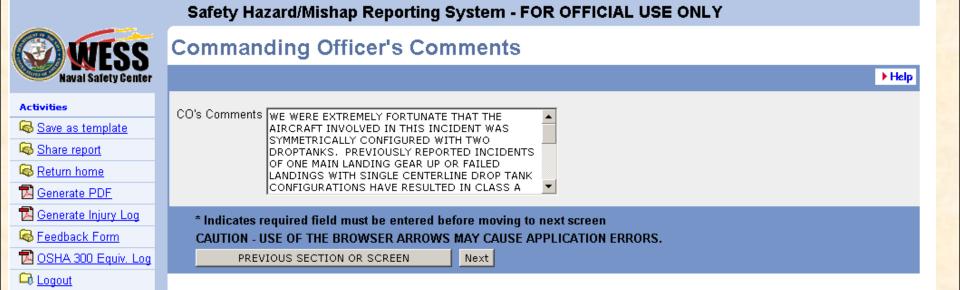
Routing Information

Manage My Report

You've survived this far...now hit 'Next' to enter your CO's comments!



## CO's Comments



Data Retrieval (JReport)
Pre-formatted Reports

·Custom Reports

⊕ ☐ General Information

-- Recommendations
-- Data Entry Complete

⊞ a Routing Information

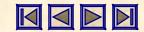
🖳 Mγ Reporti

🕀 🦲 Aircraft

-- Validate

Here is where your CO gets his/her 2 cents' worth. Just like the narrative, you can write as much as you think is necessary.

When you're done, hit "Next" to go to the Data Entry Complete screen.



# Data Entry Complete

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



## WESS Report Data Entry Complete - Thank You

▶ Help

#### Activities

Save as template

Share report

Return home

🔼 Generate PDF

🔁 Generate Injury Log

Reedback Form

🗖 OSHA 300 Equiv. Log

🖵 Logout

#### Data Retrieval (JReport)

 Pre-formatted Reports ·Custom Reports

🖳 My Reporti

🕀 🦲 Aircraft

Recommendations

Data Entry Complete

--- Validate

⊕ □ Routing Information

⊞ ☐ Manage My Report

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: Click here to validate your report

STEP 2: (OPTIONAL) Build or Edit Chain Of Command

STEP 3: (OPTIONAL) Build or Edit Community Of Interest

STEP 4: (OPTIONAL) Build or Edit Aviation Endorsement Chain

STEP 5: Release Or Route Your Report

Release Report to Safety Center

Go Anywhere From Here!

Delete your report Generate PDF

Save as template

Injury Log

Feedback Form

User Guide

Return Home

Go ahead and select Step 1 (report validation) to see if WESS thinks it needs more information from you.









<sup>\*</sup> Indicates required field must be entered before moving to next screen

# End of Report Validation

#### Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



WESS Report Validation Errors



#### Activities

Maintain Account

🖳 My Report

⊕ ☐ General Information

--- Involved Persons 

--- Recommendations

--- Validate

General Information Section must pass validation prior to continuing.

General Information

**Aviation Event** 

If there is abnormal egress or anyone injured in the event, entry of at least one person involved in the hazard is required. Select INVOLVED PERSONS link on MY REPORT navigation tree to reach INVOLVED PEOPLE Add/Edit/Delete screen, then select Add New Entry.

Injury Narrative is required.

Personnel

Validation errors are dependent on field selections you made throughout the HAZREP. If you left a field **Property** blank and WESS requires the info (based on your other data entries), you'll get an error message here.

Aircraft

**Factors** 

**EMR** 

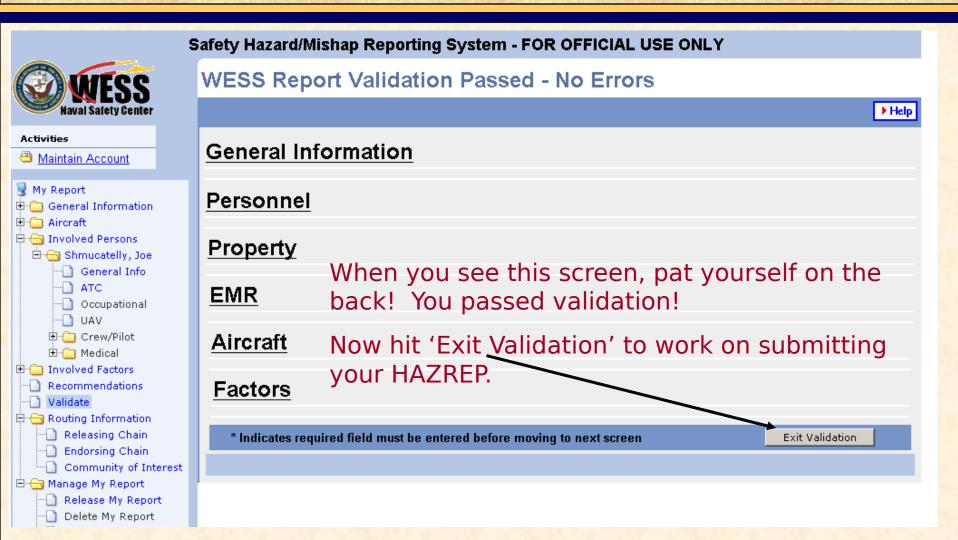
Just click on the blue link to go the the page that needs repair. When you fix the 'error', hit 'next' on the affected page and you'll automatically return to

\* Indicates required field must be entered before moving to next screen CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Exit Validation



# Submitting Your Hard Work





## For further assistance...

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY



## WESS Report Data Entry Complete - Thank You

▶ Help

#### Activities

BASH

Save as template

Share report

Return home

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N OSHA 300 Equiv. Log

Logout

#### Data Retrieval (JReport)

·Pre-formatted Reports Custom Reports

🖳 My Reporti

🖭 🦳 Aircraft

- Recommendations

E- Managa My Danort

--- Validate

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STEP 2: (OPTIONAL) Build or Edit Chain Of Command

STEP 3: (OPTIONAL) Build or Edit Community Of Interest

STEP 4: Release Or Route Your Report

Release Report to Safety Center

Go Anywhere From Here!

Delete your report

Feedback Form User Guide Return Home

For instructions on how to create an internal chop chain, external endorsement chain, and and entering your Community of Interest, see the Chop/Release users guide, also known as Part 5 of the users guide.



## For Material Factors...

- If you want to know the scoop on entering Material Factors, check out the tutorial for that section, Part 4!
- Move on to Part 5, Chopping and Releasing Hazreps if you're done entering Causal Factors

